

Communications & Engagement Lead

Are you passionate about the power of strategic communications and peer engagement to transform the culture and practice of philanthropy? If so, you might be the Communications and Engagement Lead we're looking for!

Location:

Anywhere in the United States, slight preference for Northern California

Salary Range:

\$80,000-\$110,000 with benefits

To Apply:

Please send a cover letter and resume by EOD Friday March 25th to hello@trustbasedphilanthropy.org with the subject heading: Communications & Engagement Lead.

Who We Are:

The Trust-Based Philanthropy Project (the Project) is a peer-to-peer learning and advocacy initiative to make trust-based practices the norm in philanthropy. Recognizing the inherent power imbalance between foundations and nonprofits, we believe philanthropy will be more successful, rewarding, and effective if funders approach their grantee relationships from a place of trust, humility, and transparency.

Our Values:

- Work for systemic equity: We recognize the racial, economic, and political inequities in which we operate, and apply an intentional equity lens to our work.
- Redistribute power: We share power with colleagues, partners, and collaborators; and recognize that no one person has all the answers.
- Center relationships: We believe honesty, transparency, and responsiveness can help us navigate the complexity of our work with greater trust, confidence, and effectiveness.
- Partner in a spirit of service: We see our role as a supporter and collaborator. We lead with trust, humility, and respect.
- Be accountable: We believe our work will only be successful if we hold ourselves accountable to one another and those who we seek to support.

The logo for the Trust-based Philanthropy Project, featuring the text "trust-based philanthropy project" in a blue, lowercase, sans-serif font, enclosed within a thin green circular border.

trust-based
philanthropy
project

- Embrace learning: The success of our work depends on us being open to learning as we go, so that we can identify and embrace opportunities for growth and improvement.

About the Role:

The Trust-Based Philanthropy Project seeks a creative and values-driven communications professional and network weaver to amplify our efforts to make the case for, and inspire individual and organizational change toward, trust-based philanthropy. The Communications and Engagement Lead's role is part observer, part amplifier, part connector. This is an ideal role for someone who is passionate about using strategic communications and relationship-building to create an atmosphere of peer learning, engagement, and action toward bigger picture culture change.

This is a full-time staff position reporting to the Executive Director. The job requires commitment to transforming philanthropy to become more equitable and values-based, exceptional communications and interpersonal skills, a high degree of initiative and attention to detail, and an ability to collaborate closely with the Project team and external partners, both on day-to-day work and across longer-term initiatives.

What You'll be Doing:

The Communications and Engagement Lead will help connect the dots between our programming, peer engagement, resources, and communications in support of advancing a culture and practice shift toward trust-based philanthropy.

Communications

- Develop and maintain asset-based communications materials that reflect the Project's values, vision, and strategies across communications channels (website, blog, newsletter, media, social channels)
- Maintain an editorial calendar for our blog and social media accounts that elevates the work, programming, and stories of the Project, our partners, and related efforts in the field that exemplify trust-based values
- Track analytics across communications channels, report back to Project team, and apply learnings
- Manage, organize, and promote the content on our website – especially our [resource library](#) and [story map](#) – with an eye toward optimizing user experience and accessibility
- Manage our day-to-day Twitter and LinkedIn social media engagement, including posting about upcoming events, promoting new tools and resources, and sharing examples of trust-based philanthropy in practice

- Provide occasional writing and editing support for materials developed by the Project, including op-eds, blog posts, articles, resources, and other lessons shared with the field
- Collaborate with Executive Director on longer term strategic communications planning, including capturing insights on dominant narratives in the sector, sharpening our messaging, and thinking about the evolution of our communications strategy in a rapidly changing field and context

Community & Peer Engagement

- Serve as the main point person for the Trust-Based Philanthropy Peer Exchange listserv management, including reviewing and approving listserv signups on a weekly basis and providing tech support for members who need help accessing the Google Group and/or updating their settings.
- Cultivate a culture of learning, connection, and discussion on the Peer Exchange listserv by offering orientations for new members, posting occasional discussion prompts, and facilitating Zoom dialogues and other programming to respond to the group’s priorities and needs.
- Co-facilitate and co-design thematic and/or regional virtual peer communities, in close partnership with philanthropic serving organization (PSO) partners and our funder allies
- Capture observations, insights, and lessons learned from our peer engagement to share back with the field, our partners, our community of trust-based funders, and our staff.

What We Look For In You (required):

- At least 5 years’ experience managing engagement and/or communications campaigns in the philanthropic sector
- Embodiment of trust-based values and commitment to addressing and redistributing power in philanthropy
- A demonstrated understanding of the U.S. philanthropic ecosystem and current trends
- Baseline understanding of fundamental strategic communications concepts, including asset-based messaging and audience targeting
- Exceptional written, verbal, and interpersonal communication
- A demonstrated track record of using Twitter to spark engagement and awareness
- Ability to strategize and execute on digital and other media platforms; ability to connect ideas, messages, and projects across platforms



- Strong and empathetic interpersonal skills, with the ability to put oneself in others' shoes
- Proactive, collaborative work style, and aptitude for interpersonal rapport building
- Capacity and willingness to work from home or other remote location; and willingness and flexibility to work with an all-remote team

Nice to Haves (but not required):

- Experience working for a regional or national philanthropic serving organization
- Experience developing, managing, and facilitating virtual or in-person peer networks
- Experience programming and facilitating virtual dialogues and/or webinars, especially via Zoom
- Experience writing and producing resource materials and toolkits
- Basic Squarespace editing experience (Squarespace development experience is an added bonus, but not at all required)
- Working knowledge of tracking Google Analytics to inform web strategy
- Competency across Google apps (e.g. Google Docs, Groups, Slides, Sheets).
- Familiarity or experience with design and social media tools (Hootsuite, Canva)
- A home base in Northern California (where most of our team is located)

What We Offer

- This is a full-time staff position with a salary range of \$80,000-\$110,000 dependent on experience and location
- We provide medical, dental, vision, and life insurance; a 403b retirement plan; as well as paid vacation, sick days, and holidays
- You'll be working with a team of dedicated leaders who are changing the course of philanthropy to redistribute power and serve communities
- Paid access to a co-working space, if desired
- Reimbursement for select home office setup needs

About Our Team & Culture

We are a small and nimble team working mostly from home offices and co-working spaces. We do not have a physical office location, however we meet regularly via Zoom and occasionally in-person when schedules allow. Our work is governed by a highly engaged steering committee of foundation leaders that meet monthly with the executive director to inform overarching project strategy. Our current staff structure consists of a full-time executive director, part-time learning coordinator, and part-time collaboration coordinator, all based in the Bay Area.



We also work with a few trusted consultants to support our communications, web, and graphic design needs.

We strive for a working environment that encourages and models showing up authentically. We recognize that we all wear multiple hats and that our work is not the only thing that defines us. We know that this sometimes requires flexibility in schedules and availability; and we strive for a culture wherein we build and maintain trust by holding ourselves accountable to one another.

